

# Operation and Maintenance Plan

Town of Littleton  
Littleton Tennis and Whitcomb Field Improvements

Littleton Middle School  
55 Russell Street  
Littleton, MA, 01460

**Owner:**  
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**Submitted To:**  
Town of Littleton  
Planning Board  
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## 1.0 Operation and Maintenance Plan

The Town of Littleton Tennis and Whitcomb Field Improvements project site is subject to Standard 9 - Operation and Maintenance Plan of the Massachusetts Stormwater Handbook. This Operation and Maintenance Plan details management recommendations for long-term pollution prevention.

The area to be renovated is the existing Littleton Middle School Tennis and Whitcomb Field Facility located on Russell Street. The project scope is limited to an area of approximately 0.98 acres. The proposed project will include construction of a 4-court tennis battery, chain link perimeter fencing, and accessible walkways to provide access to the courts from the existing parking area.

The surfacing types within the limit of work consist of bituminous asphalt and grassed areas.

### 1.1 Infiltration Basin

The infiltration basin shall be inspected following after every major storm during the first 3 months of operation. Thereafter, the infiltration basin shall be monitored annually and maintained to assure proper function, grass growth and survival. Grasses shall be replaced on an as-needed basis during the growing season.

Silt and sediment shall be removed from the basin area when the accumulation exceeds 6 inches, or when water ponds on the surface of the basin for more than 48 hours. Soil erosion gullies shall be repaired when they occur. Fertilizer or pesticides shall not be applied to grasses within the basin. Trash and debris shall be removed as necessary. The overflow weir shall be inspected annually to ensure that it is functioning.

### 1.2 Outlet Control Structure

There will be one outlet control structure on site to control the flow out of the tennis court drainage system. The outlet control structure should be inspected at a minimum four times each year and cleaned twice per year.

- Record all maintenance and repairs. Submit reports every year for compliance.
- Inspect the outlet control structure every storm (or at least four times a year) and at the end of the foliage and snow-removal season.
- If sediment is more than six inches deep and/or there are floatable pollutants, they will be removed from the outlet control structure and disposed of.

### 1.3 Channel Drain

Channel drains on site will have sumps to trap debris, sediment and trash. Channel drain sumps should be inspected after every major storm event (or at least twice a year).

- Record all maintenance and repairs. Submit reports every year for compliance.
- Remove any debris or sediment from channels and sumps.

### 1.4 Flared End Section and Rip Rap

The flared end section should be inspected twice per year.

- Record all maintenance and repairs. Submit reports every year for compliance.
- Inspect for structural soundness and confirm no blockage at the openings or within drainage pipe.
- Repair/restabilize any erosion.
- Remove trash, sediment, debris and vegetation.

### 1.5 Porous Pavement

Continued cleaning of porous pavement is critical to prevent clogging. To keep the surface clean, frequent vacuum sweeping along with jet washing of asphalt and concrete pavement is required. No winter sanding shall be conducted on the porous surface.

- Post signs identifying porous pavement areas.
- Minimize salt use during winter months.
- No winter sanding allowed.

- Keep landscaped areas well maintained to prevent soil from being transported onto the pavement.
- Clean the surface using vacuum sweeping machines monthly.
- Regularly monitor the paving surface to make sure it drains properly after storms.
- Never reseal or repave with impermeable materials.
- Inspect the surface annually for deterioration or spalling.

## 1.6 Vegetated Areas Maintenance

Although not a structural component of the drainage system, the maintenance of vegetated areas may affect the function of stormwater management practices. This includes the health/density of vegetative cover and activities such as the application and disposal of lawn and garden care products, disposal of leaves and yard trimmings.

- Inspect planted areas on a semi-annual basis and remove any litter.
- Maintain planted areas adjacent to pavement to prevent soil washout.
- Immediately clean any soil deposited on pavement.
- Re-seed bare areas; install appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- Plant alternative mixture of grass species in the event of unsuccessful establishment.

## 1.7 Spill Prevention and Control Plan

The Property Owner will be responsible for training of people in the proper handling and cleanup of spilled materials. No spilled hazardous materials or hazardous wastes will be allowed to come in contact with stormwater discharges. If such contact occurs, the stormwater discharge will be contained on site until appropriate measures in compliance with state and federal regulations are taken to dispose of such contaminated stormwater.

In order to minimize the potential for a spill of hazardous materials to come into contact with stormwater, the following steps will be implemented:

1. All materials with hazardous properties (such as pesticides, petroleum products, fertilizers, detergents, construction chemicals, acids, paints, paint solvents, cleaning solvents, additives for soil stabilization, concrete curing compounds and additives, etc.) will be stored in a secure location, with their lids on, preferably under cover, when not in use.
2. The minimum practical quantity of all such materials will be kept on the site.
3. A spill control and containment kit (containing, for example, absorbent materials, acid neutralizing powder, brooms, dustpans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.) will be provided at the maintenance area of the site.
4. Manufacturers recommended methods for spill cleanup will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and cleanup supplies.

In the event of a spill, the following procedures should be followed:

1. All spills will be cleaned up immediately after discovery.
2. The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with hazardous substances.
3. The Owner will be notified immediately.
4. Spills of toxic or hazardous materials will be reported to the appropriate federal, state, and/or local government agency, regardless of the size of the spill.

The Property Owner will be the spill prevention and response coordinator. He will designate the individuals who will receive spill prevention and response training. These individuals will each become responsible for a particular phase of prevention and response. The names of these personnel will be posted in the material storage area and other applicable areas onsite.

## Certification

The Town of Littleton is the owner of the project and is responsible for the maintenance of the stormwater structures and other stormwater best management practices.

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Owner Signature

Name

Date

## 2.0 Appendices

## **2.1 Operations and Maintenance Logs**

Inspection for Year: \_\_\_\_\_

NOTE: See Operations and Maintenance Plan for details of inspection requirements.

<b>Structural Best Management Practice</b>	<b>Action</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Completed By</b>	<b>Action</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Completed By</b>
Infiltration Basin	Inspect				Clean (if required— See Plan for details.)			
Outlet Control Structure	Inspect				Clean (if required – See Plan for details.)			
Channel Drain	Inspect				Clean (if required – See Plan for details.)			

Flared End Section and Rip Rap	Inspect				Clean/Repair (if required – See Plan for details.)			
Porous Pavement	Inspect				Clean/Repair (if required – See Plan for details.)			